

**TENNESSEE ASSOCIATION  
OF  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA  
BYLAWS**

**(Amended November 2006)**

**ARTICLE 1 -NAME, SPONSOR, MISSION STATEMENT AND PURPOSES**

- Section 1.**     **Name.** The name of this organization shall be Tennessee Association of Family, Career and Community Leaders of America.
- Section 2.**     **Sponsors.** The sponsor of the organization shall be the Division of Career and Technical Education, Tennessee State Department of Education. The Organization shall function as part of the Family and Consumer Sciences service. The state headquarters shall be located in the Section of the Career and Technical Division, State Department of Education.
- Section 3.**     **Mission and Purpose**
- A.**     The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:
- character development
  - creative and critical thinking
  - interpersonal communication
  - practical knowledge; and
  - vocational preparation.
- B.**     Organized instruction relating to the mission is part of the family and consumer sciences programs in the schools. The purposes of the organization shall be as follows:
1.     To provide opportunities for personal development and preparation for adult life.
  2.     To strengthen the function of the family as a basic unit of society.
  3.     To encourage democracy through cooperative action in the home and community.
  4.     To encourage individual and group involvement in helping achieve global cooperation and harmony.

5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer sciences, family and consumer sciences careers and related occupations.

**Section 4. Chartered Chapters.** The Tennessee Association, Family, Career and Community Leaders of America shall be composed of all the affiliated chapters within the boundary of the state. Chapters may be affiliated in public or private schools in which family and consumer sciences instruction is offered.

- A. Chapters.** The chapter should be composed of students possessing the qualifications for membership.
- B. Affiliation.** Application for affiliation shall be made yearly by chapters' return-forms and/or on line affiliation supplied by the national office.  
Such applications shall:
  - Be signed by the chapter advisor
  - Give the name of each member affiliating
  - Give the number of members affiliating
  - Give the name and address of the chapter
  - Be accompanied by a remittance to cover state and national dues
  - Be filed with the national office prior to February 1
- C. Certificates.** A newly formed chapter shall be issued a certificate of affiliation through the national office upon submission of state and national dues.
- D. Membership Cards.** Membership cards shall be provided annually by the national office for each affiliated member.

**Section 5. Chapter Members.** The types of members within chapters shall be:

- A. Active.** Any student who is or has been enrolled in a consumer and homemaking and/or occupational family and consumer sciences class through grade twelve, shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold offices, make motions, and vote.

- B. **Associate.** Any active member, upon graduation from high school, shall be entitled to associate membership for two years in an affiliated chapter which provides for such membership. Associate members shall have the privilege of attending meetings and participating in discussions, but shall have no vote.
- C. **Honorary.** Any individual who has rendered outstanding service to the Family, Career and Community Leaders of America, or has helped to advance the family and consumer sciences program shall be eligible for membership in the chapter according to the bylaws of the chapter.

is      **Section 6.      State Honorary Members.** The purpose of honorary membership is to recognize any individual whose professional responsibilities are not directly related to the Family, Career and Community Leaders of America, who has made outstanding contributions and who is giving continuing service to the state organization.

## **ARTICLE II – DUES, FISCAL YEAR, BUDGET, AUDIT**

**Section 1.      Membership Dues.** Membership dues (both state and national) shall be forwarded to the national office of Family, Career and Community Leaders of America, prior to February 1 of each year. However, in order for chapters to receive information from the national and state offices, such as *Teen Times* and *Chapter Chatters*, and for chapters to be eligible for candidates at both the state and national levels membership dues should be received by the National Office prior to January 15 of each year.

- A.      The amount of state dues for active members shall be determined by the state executive council and the state advisory board subject to the approval of the voting delegates at a state meeting.
- C.      State honorary members pay no dues.

**Section 2.      Fiscal Year.** The fiscal year for the state association shall be from September 1 through August 31.

**Section 3.      Budget.** The budget for the state association shall be prepared by the state office and approved by the state executive council.

**Section 4.**     **Audit.** The financial statement of all income and expenditures shall be prepared by the state office and presented to the membership of the organization. The financial statement shall be filed with the Director of Internal Revenue at the close of each fiscal year.

### **ARTICLE III – ASSETS**

**Section 1.**     **Assets.** Upon final dissolution or liquidation of the Tennessee Association, Family, Career and Community Leaders of America, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the respective advisory board in accordance with the purposes of the national organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

### **ARTICLE IV – OFFICERS**

**Section 1.**     **State Officers.** The state association shall have five elected state officers representing the membership at large who shall be members of the state executive council. The five officers shall elect from their ranks a president, vice president, secretary/treasurer, reporter/historian and parliamentarian. Those elected shall assume office at the close of the state meeting. In addition to the five elected council positions, one middle school representative will be elected.

**Section 2.**     **Qualifications.** A state officer shall have the following qualifications:

- A.     Currently an active member in an affiliated chapter.
- B.     A minimum of one credit in consumer and homemaking education or occupational family and consumer sciences education.
- C.     A scholastic rating above average.
- D.     Leadership ability in Family, Career and Community Leaders of America activities.
- E.     Approval of the chapter.
- F.     A qualifying score of 70% on a test given prior to state meeting testing knowledge of Family, Career and Community Leaders of America and Vocational Education.

**Section 3.     Duties.**

- A.     The president shall preside over all business meetings of the association and of the state executive council; shall be a member of the state advisory board; appoint, after consultation with the state advisor, the chairman of all executive council committees; and be a member ex-officio of all committees.
- B.     The vice president shall assist the president and other officers at any time needed; be able to preside in the absence of the president or at any time requested; serve as chairman of program planning committee; know parliamentary procedure and order of business; serve as the state's National Committee Member.
- C.     The secretary/treasurer shall keep the minutes of all state meetings and meetings of the state executive council; shall assist the president with special activities, and shall report to the delegates assembled in a state meeting the membership status of the association; review the receipts and disbursements submitted by the state office; assist in preparing and presenting the budget for approval at a joint meeting of the state executive council and the state advisory board, and shall report to the delegates assembled in a state meeting the financial status of the association.
- D.     The reporter/historian shall serve as the state's Connection Team Member; keep the national office informed of state activities by sending articles to *Teen Times*; assist editor of *Chapter Chatters* by seeing that articles are submitted of chapter and state activities; be responsible for contacting all means of news media to publicize Family, Career and Community Leaders of America; and send to the state office within two weeks of state meeting a history of the state association for the year.
- E.     The parliamentarian shall rule on points of order and assist in conducting meetings in an orderly and businesslike manner; be acquainted with *Robert's Rules of Order Newly Revised*, and know parliamentary procedure and laws; have reference materials on parliamentary procedures available for meetings; and coordinate voting procedures for the state meeting.

- Section 4. Term of Office.** Officers shall serve for one year or until their successors are elected. Any current or former state officer may run for one additional term of office.
- Section 5. Vacancies.** If the office of president should become vacant, the vice president shall automatically assume the office and duties of the president. Appointments for all other vacancies shall be made by the president in consultation with the state advisor. In the case that less than five executive council members exist due to the following reasons:
1. A lack of suitable candidates,
  2. A lack of council members elected by popular vote,
  3. One or more resigning his/her office,
- the State Advisor, in consultation with the Executive Council, will have the authority to appoint a member from any chapter to fulfill the vacancy.
- Section 6. Chapter Officers.** Officers of local chapters shall be elected according to the needs, policies, and bylaws established by the chapters.

## ARTICLE V – ADMINISTRATIVE OFFICERS

- Section 1. Administrative Officers.**
- A. **State.** The state advisor shall be the administrative officer of the state association.
  - B. **Chapter.** The chapter advisor shall be the administrative officer at the chapter level.

## ARTICLE VI – NOMINATIONS AND ELECTIONS

- Section 1. Nominations**
- A. **State.** Any chapter shall have the privilege of nominating a candidate for office. Chapters shall submit credentials for nominations of a state officer candidate to the state office by December 15. Pictures and credentials of officer candidates shall be available to local chapters through *Chapter Chatters* prior to the state meeting. Nominees shall be named to the officers' double slate and presented at the state meeting.

- B. National. Each state not currently represented by a national officer has the privilege of nominating a candidate for office. Qualifications for national officer candidates shall be submitted to the state office by December 15. A list of national officer candidates will appear in *Chapter Chatters* at the same time as candidates for state office appear. National officer candidates shall have the following qualifications:
1. Currently an active member in an affiliated chapter and have been an active member in good standing for at least one year.
  2. A minimum of one year of Family and Consumer Sciences or Occupational Family and Consumer Sciences Education.
  3. A scholastic rating above average.
  4. Have shown leadership ability in responsibilities above the chapter level.
  5. Approval of the State Association.

**Section 2. Election.**

- A. State Officers. The five state officers and Middle School representative shall be selected annually by ballot vote of the official delegates attending the state meeting. Those elected shall assume office at the close of the state meeting.
- B. National Officer Candidate. The candidate for national office shall be selected by ballot vote of the official delegates attending the state meeting. The candidate for national office receiving the highest number of votes will be the national officer candidate.

**ARTICLE VII – STATE MEETING**

- Section 1. State Meeting.** A meeting of the Tennessee Association, Family, Career and Community Leaders of America shall be held annually. In the event of an emergency situation, the executive council may not to have a state meeting in a particular year.

**Section 2. Delegates to State Meeting.** Affiliated chapters are entitled to send official delegates to the annual state meeting to vote on all questions before the delegation and for state officer candidates. The number of official delegates allowed each chapter is determined by the membership of the chapter.

- A. Each affiliated chapter shall be entitled to at least three official delegates.
- B. Chapters exceeding twenty-five (25) members shall be entitled to three (3) official delegates for the first twenty-five members and one (1) additional official delegate for each additional twenty-five members or major fraction thereof.

**Section 3. Voting.** The privilege of making motions, debating, and voting shall be limited to the official delegates and the state officers.

The privilege of discussion may be extended to non-voting delegates upon consent of the presiding officer.

## **ARTICLE VIII – ADVISORY BOARD MEMBERS’ DUTIES, MEETINGS**

**Section 1. Advisory Board Members.** The state advisory board shall be composed of the following:

- Tennessee FACS Consultant, Department of Education
- Tennessee FCCLA Youth Consultant, Department of Education
- The state president
- Tennessee FCCLA State Officer Advisers.

**Section 2. Duties of the Advisory Board Members.** The duties of the advisory board members shall be:

- To serve in an advisory capacity to the state executive council
- To determine policies and long-term procedures

**Section 3. Meetings of Advisory Board.** Regular meetings of the state advisory board shall be during the time of the planned executive council meetings. Special meetings may be called by the state advisor.

## **ARTICLE IX – EXECUTIVE COUNCIL MEMBERS’ DUTIES**

**Section 1. Members.** The five elected state officers and middle school representative for a current year, the national officer (should there be one) and past state officers currently a member of an affiliated chapter shall be the state executive council. The national officer

and past state officers shall serve as ex-officio members. The state Family, Career and Community Leaders of America advisor shall serve as official consultant to the council. Chapter advisors accompanying officers to the state executive council meetings shall also serve as consultants.

- Section 2.**     **Duties.** The duties of the executive council shall be:
- Meet with the advisory board to consider long term procedures as they may affect the program of work
  - Decide jointly upon short-term procedures
  - Determine the business to be brought before delegates at the annual state meeting
  - Conduct such other business as shall be necessary to facilitate the progress of the organization
  - Plan the program for the state meeting and for leadership session
  - Be responsible for planning and promoting the state program of work
  - Be responsible for bringing information from national meeting(s) to share with state membership

- Section 3.**     **Quorum.** A majority of the executive council members shall constitute a quorum.

## **ARTICLE X – STATE AND NATIONAL COMMITTEES**

- Section 1.**     **State Committees.** The committees to work at state level shall be appointed by the state president with recommendations being made by the state executive council.
- Section 2.**     **National Committee.** The National Committee Member shall be the State Vice-President.

## **ARTICLE XI – REGIONS, SUBREGIONS, CHAPTERS**

- Section 1.**     **Regions.** There shall be three designated regions of the Family, Career and Community Leaders of America in the state of Tennessee. They shall be East, Middle and West Regions composed of the following counties:

## **EAST**

Anderson, Bledsoe, Blount, Bradley, Campbell, Carter, Claiborne, Cocke, Grainger, Greene, Grundy, Hamblen, Hamilton, Hancock, Hawkins, Jefferson, Johnson, Loudon, Knox, Marion, McMinn, Meigs, Monroe, Morgan, Polk, Rhea, Roane, Sequatchie, Scott, Sevier, Sullivan, Unicoi, Union, Washington.

## **MIDDLE**

Bedford, Cannon, Cheatham, Clay, Coffee, Cumberland, DeKalb, Davidson, Dickson, Fentress, Franklin, Giles, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, Van Buren, Warren, Wayne, White, Williamson, Wilson.

## **WEST**

Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lauderdale, Lake, Madison, McNairy, Obion, Shelby, Tipton, Weakley.

**Section 2.** **Chapters.** The chapter advisor shall be the family and consumer sciences teacher in the school in which the chapter is established and shall be the administrative officer of the chapter. When each family and consumer sciences teacher has an organized chapter, chapter work becomes an integral part of the family and consumer sciences program. A local advisory board or chapter parents may be selected by the chapter to serve as consultants for advice and guidance.

The adopted chapter bylaws shall govern the transaction of business and shall be in accord with those of the state and national organizations.

## **ARTICLE XII – CHAPTER CHATTERS, OTHER PUBLICATIONS**

**Section 1.** **Chapter Chatters.** The official publication of the state association shall be known as *Chapter Chatters* which shall be published on line as determined by the state executive council. Copies of the magazine shall be forwarded to each affiliated chapter for distribution to members. Additional copies shall be forwarded state officers, advisory board members, national headquarters staff, and

such other persons as the state and regional advisors and specialists suggest.

**Section 2.     Other Publications.** Such other materials shall be printed as authorized by the state executive council.

#### **ARTICLE XIII – AMENDMENTS, PROVISIONS FOR AMENDMENTS**

**Section 1.     Amendments.** The Bylaws of the Tennessee Association, Family, Career and Community Leaders of America, may be amended at any state meeting by a two-thirds (2/3) vote of the official delegates.

**Section 2.     Provisions for Amendments.** Before bylaws may be amended, the following provisions must be met:

- Proposed amendments shall be submitted in writing to the state executive council.
- A copy of proposed changes shall be sent to chapters at least thirty (30) days prior to the state meeting at which the proposed amendments are to be voted upon.

#### **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, shall govern the Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are not inconsistent with these bylaws.